

SACRED HEART PARISH CHURCH

Registered as a Charity No. 234216

APPLICATION FOR HIRE OF CHURCH HALL

Name of Applicant:.....

Address:.....

.....

.....Post Code.....

Telephone

No:.....E-mail:.....

Name of Group for whom

Application is made:.....

Purpose for which letting

is requested:.....

Please state precisely what facilities are required

(including kitchen):.....

.....

Dates required:.....

Time required (including time to

set up and clear up) From:.....To:.....

If this Application is approved, I undertake to pay the appropriate charges (see attached list of charges) and to observe the Letting Conditions printed overleaf.

- * **I undertake to appoint a Steward to see that the Fire Exit is kept clear at all times and I acknowledge that NO SMOKING IS PERMITTED.**
- * **I understand that the Fire Exit should only be used in times of emergency and that the main door is for regular use.**
- * **I agree to remove all rubbish caused by my hiring.**

I undertake to see that order is maintained on the premises, to make good and pay for any damage to the premises or furniture, fixtures and fittings in consequence of the hiring and to leave the premises in at least as clean and tidy condition as at the commencement of the hiring.

I also undertake to indemnify and keep indemnified Sacred Heart Church and the Church Hall Committee against all claims arising out of this Letting whether made by third parties or otherwise. (Hirers may like to bear in mind that it should be possible to insure against their risks at modest premiums with a reputable insurance company.)

Signature of Applicant (*I am over 18 years of age*).....

Date.....

Please return to:

Mrs Chris Eldred, Parish Secretary, 31 Vicarage Road, Henley-on-Thames, Oxon RG9 1HT
Telephone: 01491 573258.....Fax: 01491 576885